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- Use a separate NATF Form 90 for each file that you request. **Discard this instruction sheet.** You **must complete blocks 3-7** or we cannot search for the file. Please allow **2-3 business days** for processing your order.
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- Request may be **returned** if the necessary information is not supplied or if the credit card is declined. Case information **should be obtained** from the court in which the case was filed.
- Please note that contents of **recent cases** may be in both electronic and paper form. If we cannot provide you with documents you request we will refer you to the Court that adjudicated the case.
- Questions? Concerns? Contact our Research Room staff at the number shown above.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

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1. LOCATION

NARA, Southwest Region — 501 W. Felix, Bldg. 1, P.O.
Box 6216, Fort Worth, Texas 76115 Fax: (817) 334-5630

2. AREAS SERVED:

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4. CASE INFORMATION (obtain from the court where the case was filed)-**ALL BLOCKS MUST BE FILLED IN TO SERVICE**

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CASE NUMBER

ACCESSION/TRANSFER NUMBER

BOX NUMBER

LOCATION NUMBER

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